

## Town of Exeter

### Swasey Parkway Landscape Maintenance

#### Bid Specifications

The Town of Exeter is accepting sealed bids for the mowing, pruning and fall cleanup of Swasey Parkway. Bid specifications can be viewed online at <http://town.exeter.nh.us/>; copies are available in the Town Manager's office or email [sriffle@town.exeter.nh.us](mailto:sriffle@town.exeter.nh.us). Bids will be accepted until April 29, 2013 at 4:00 p.m. at the Town Manager's Office, 10 Front Street, Exeter, NH 03833.

#### 1. Description

Work under this contract shall consist of the Contractor furnishing all labor, equipment, fuel and other materials required for lawn and shrub maintenance of Swasey Parkway, Exeter, NH. Preference may be given to Exeter residents .

#### 2: Insurance

The Contractor shall purchase liability and worker's compensation insurance throughout the Contract period. The Town requires a minimum of one million dollars and a copy of the insurance certificates must be provided before any work shall begin.

#### 3: Mowing

The Contractor shall mow all turf areas as weekly or as needed. Mowing shall commence by the end of the third week in April, and continue through the second full week of November. Weather permitting mowing shall be completed the same day each week (Thursday or Friday). The Trustees shall reserve the right to adjust the designated day of the week based on seasonal programming schedule changes, with advance notice to contractor. The Trustees reserve the right to direct the contractor to postpone a scheduled mowing due to weather or other uncontrollable conditions. All litter, sticks and other debris shall be removed from the turf area prior to mowing. Care shall be taken to avoid skips, clumping, scalping, or damage to trees shrubs and other park accessories. The mowing height shall be 2 ½ inches throughout the season, unless otherwise directed by the Trustees. The contractor shall ensure that mower blades are sharpened at least once weekly. The Contractor shall not fuel equipment on any turf area. In addition, the contractor shall ensure all spills are cleaned up immediately and reported to Trustees and as required by state regulations. In large open areas, mowing patterns shall vary each time it's mowed.

- 3.1 Mowing Adjacent to Buffer along Norris Brook: All mowing and trimming shall not encroach the recently created shrub and flower shoreline buffer and existing wooded buffer along Norris Brook.

#### 4: Trimming

The Contractor shall trim all areas on the same day that mowing takes place. Areas to be trimmed shall include around benches, trees, signs, along all curb and fence lines (including both sides of fence along river) and any other areas within the property where tall grass and / or weeds are present. The contractor shall ensure that lawn areas are not scalped and that trees, shrubs, groundcovers, flowers, etc are not damaged. Under no circumstances shall any litter or debris be blown, swept or raked onto an adjacent street, gutter or into a catch basin.

#### 5: Pruning

The Contractor shall prune shrubs once a year as directed by the trustees. Pruning shall be done in a manner that promotes growth in a form characteristic of the species. In addition, pruning shall foster growth into masses, as opposed to separate plants. Under no circumstances shall shrubs be sheared unless a formal appearance is desired, as directed by the trustees. At the time of pruning, all undesirable brush, saplings, vines and weeds shall be removed as well. The Contractor must be able to identify and properly prune all shrubs in the park. The Contractor shall contact the trustees to arrange a site visit before commencing any pruning.

#### 6: Spring clean up

Spring clean up has historically been done by earth day volunteers however any work not done the Contractor shall give a separate price after a site visit with the trustees. The contractor may use the Town of Exeter's disposal facility located on Cross road for leaves, sticks and grass clippings.

#### 7: Fall clean up

##### Leaf Collection and fall clean up

Fall leaf collection shall be done no later than the Second week in December. All leaves, sticks and debris shall be removed from all turf areas and disposed of off site. The Contractor may use the Town of Exeter's disposal facility located on Cross road for leaves, sticks, and grass clippings. The Contractor may with the permission of the trustees and the Town of Exeter close the road to perform fall cleanup. Under no circumstances shall any litter or debris be blown, swept, or raked into a catch basin.

#### 8: Equipment and materials

The Contractor shall furnish new or adequate and sufficient equipment that is built specifically for the purpose intended. Such equipment shall be efficient, appropriate and large enough to ensure completion of the work within the contract time. No equipment, oil, gasoline, fertilizer, lime or other chemicals shall be stored in the park. All safety equipment shall be used when operating any equipment in the park. The Contractor shall report to the park trustees in righting any damage to park property.

Swasey Parkway Landscape Maintenance

Bid Submission

**One year contract**

Name of company: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Bid item 1: Mowing and trimming     \$\_\_\_\_\_ per visit.

Bid item 2: Fall cleanup                 \$\_\_\_\_\_ total.

Bid item 3: Pruning                         \$\_\_\_\_\_ all shrubs.